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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 20 August 1957

FROM : Chief, Intelligence Faculty

SUBJECT: Weekly Activities Report No. 34  
14 August - 20 August 1957

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I. SIGNIFICANT ITEMS

Nothing to report.

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II. OTHER ACTIVITIES

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A. The schedule for OO/C Refresher Course No. 8 has been completed by [ ] of OO/C. This course for [ ] will be held at 1717 H Street from 9 to 18 September. [ ] has arranged for the guest speakers.

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C. Effective Writing Course No. 14, taught by [ ] started on Thursday, 15 August, with [ ] students.

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D. A&E has suggested an experimental design for studying reading tests. Before this design can be applied, it will be necessary to alter and shorten the tests. With the assistance of A&E, [ ] are now revising these tests.

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E. On Monday, 16 August, [ ] students started Reading Techniques Course No. 37. There are [ ] from DD/I, [ ] from DD/P, and [ ] from DD/S.

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F. On Tuesday, 13 August, the Reading Skills Test was given to [ ] OTR/JOTP.

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G. [ ] has notified [ ] that the Reading Lab will be moved to Quarters Eye during the week of 16 September.

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III. PERSONNEL NOTES

A. On Monday, 19 August, [ ] started on four weeks' annual leave.

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